

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>							1. DATE OF REQUEST (YYYYMMDD) 20181012	
REQUEST FOR OFFICIAL TRAVEL								
2. NAME <i>(Last, First, Middle Initial)</i> OHANNESSIAN, KARNIG, H.			3. SOCIAL SECURITY NUMBER XXX-XX-(b) (6)			4. POSITION TITLE AND GRADE/RATING ES-02		
5. LOCATION OF PERMANENT DUTY STATION (PDS) OASN (EI&E)				6. ORGANIZATIONAL ELEMENT CNO WASHINGTON DC/NO		7. DUTY PHONE NUMBER <i>(Include Area Code)</i> (b) (6)		
8. TYPE OF ORDERS AA-ROUTINE TDY/TAD		9. TDY PURPOSE <i>(See JTR, Appendix H)</i> INFORMATION MEETING See next page		10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> 4		b. PROCEED DATE (YYYYMMDD) 20181021		
11. ITINERARY FROM: Burke, VA TO: JB PEARL HARBOR-HICKAM, HI RETURN TO: Burke, VA <input type="checkbox"/> VARIATION AUTHORIZED								
12. TRANSPORTATION MODE								
a. COMMERCIAL RAIL AIR BUS SHIP				b. GOVERNMENT AIR VEHICLE SHIP		c. LOCAL TRANSPORTATION CAR RENTAL TAXI OTHER		
AIR <input checked="" type="checkbox"/>						PRIVATELY OWNED CONVEYANCE <i>(Check one)</i> RATE PER MILE: \$0.545 <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR		
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i> CIC(FY19): N4814319TO7MIHV								
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.			<input checked="" type="checkbox"/> b. OTHER RATE OF PER DIEM <i>(Specify)</i>					
14. ESTIMATED COST							15. ADVANCE AUTHORIZED	
a. PER DIEM \$ \$1014.00		b. TRAVEL \$ \$1284.40		c. OTHER \$ \$452.35		d. TOTAL \$ \$2750.75		\$ \$0.00
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> Traveler is non-exempt from the mandatory provisions of the TTRA. The 'Travel and Transportation Reform Act of 1998' stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency. Government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATM), rather than obtaining cash advances from a DoD disbursing officer. REMARKS continued on next page								
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>					18. TRAVEL APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i> (b) (6) MO-03			
AUTHORIZATION								
19. ACCOUNTING CITATION (b) (6)								\$2750.75
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>						21. DATE ISSUED (YYYYMMDD) 20181012		
						22. TRAVEL ORDER NUMBER 27MIHV		

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

16. REMARKS (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

REMARKS (Continued)

Submission of travel claims shall be submitted within five (5) working days of return to or arrival at the Permanent Duty Station (PDS). In the case of extended TDY/TAD (over 45 days), the traveler shall submit a claim for each 30-day period. That claim must be submitted within five (5) days after each 30-day period.

If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher.

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

REASON CODES

CONSTRUCTED TRAVEL WORKSHEET, A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning., Using commercial air for travel and rental cars to get to the sites.

DESCRIPTION:

ASN (EI&E) NHPA policy rollout at Hawaii installations.PNR Locator:FCJJCY